
HEAD KEEPER (*Store Manager*)
Staple & Fancy – Mineral Point, WI

SUMMARY

Staple & Fancy, a proudly local and independent grocery market in the heart of Mineral Point, WI, is seeking a dedicated and hands-on Store Manager (Head Keeper). This role is ideal for someone with strong leadership skills, a passion for food and people, and experience in managing daily retail operations. The Store Manager will be responsible for maintaining operational excellence, ensuring an outstanding customer experience, managing employees, and contributing to a clean, safe, and welcoming store environment.

The ideal candidate brings initiative, accountability, and creative energy to help drive store performance, team growth, and product quality. Candidates should be able to start working as soon as mid August in preparation for a late summer store opening.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide exceptional customer service; greet and assist customers in a friendly, helpful manner
- Prepare, cook, and serve grab-and-go and prepared foods in accordance with food safety standards
- Order and receive products from vendors, monitor inventory levels, and reduce shrink
- Supervise and schedule staff; lead training and employee development
- Maintain cleanliness and organization of all customer and staff areas
- Create product displays and assist with merchandising and signage
- Research and introduce new products based on community feedback and trends
- Monitor sales, margins, and labor efficiency to ensure operational goals are met
- Enforce compliance with health, safety, and sanitation regulations
- Ensure accurate pricing and signage on all products
- Serve as the point of contact for resolving operational challenges in real time

- Perform other duties as required for smooth store function
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QUALIFICATIONS

- Minimum 2 years of experience in grocery, food service, or retail
 - Prior management experience strongly preferred
 - Strong interpersonal and leadership skills
 - Passionate about local food, minimizing waste, and our joint community experience
 - Organized, detail-oriented, and solutions-focused
 - Must be able to work a flexible schedule including weekends and holidays
 - ServSafe certification (or ability to obtain within 30 days)
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PHYSICAL DEMANDS

- Must be able to lift and carry up to 50 pounds regularly
 - Sit, stand, and walk for extended periods throughout the shift
 - Frequently bend, reach, climb, kneel, and stoop
 - Use hands and arms for repetitive tasks such as lifting, packaging, or operating equipment
 - Ability to operate kitchen equipment, cleaning tools, and POS system
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WORK ENVIRONMENT

- Exposure to hot, cold, wet, and humid conditions in kitchen and storage areas
 - Work near moving mechanical equipment (slicers, ovens, etc.)
 - Noise levels may vary and occasionally be loud
 - Surfaces may be slick or uneven; appropriate footwear is required
 - Occasional use of ladders or step stools to retrieve or stock items
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COMPENSATION & SCHEDULE

- Full-time, salaried position
 - Typical schedule is 45–50 hours per week, including one weekend day
 - Paid vacation, sick, and volunteer time
 - On-site housing is available as part of the compensation package
 - Pay based on experience and qualifications
 - Target Salary Range: \$38,000 – \$53,000
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Join us at Staple & Fancy and become a trusted Head Keeper who helps keep Mineral Point's pantry full and its spirit alive! Please email your resume and a cover letter. Introduce yourself and share the reason you want to work at Staple & Fancy, we appreciate candor!